



DEPARTMENT OF THE ARMY  
CALIFORNIA ARMY NATIONAL GUARD  
HEADQUARTERS, CAMP ROBERTS  
CAMP ROBERTS, CALIFORNIA 93451-5000



CACR-CDR

15 November 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Information Paper

1. Reference CA ARNGR 360-2, dated 15 September 1997, Unit Command Information.
2. Purpose: This memorandum establishes standard procedures for publishing a bimonthly command information newsletter called *The Camp Roberts Trainer*. The installation will use the newsletter to disseminate command objectives, policies, events, and other news of interest to military and civilian personnel at Camp Roberts, their families, installation tenant activities, and the local community.
3. Responsibilities.
  - a. Public Affairs Office.
    - (1) Prepare and publish *The Trainer* during the first week of every even numbered month.
    - (2) Ensure the publication is in accordance with the Department of the Army Regulation 360-1, The Army Public Affairs Program.
    - (3) Ensure all actions related to this Public Affairs project are coordinated with applicable tenant and neighboring activities and up and down the chain of command.
    - (4) Collect articles and photographs.
    - (5) Distribute newsletter using email and hard copy the first week of even numbered months.
  - b. Responsibility for articles. Camp Roberts' headquarters and tenant personnel are encouraged to submit articles of interest.

Staff Office	Responsibility
Post Commander	Commander's address and summary of ongoing activities
DPRM	<ul style="list-style-type: none"><li>• Update Base Locator</li><li>• Notices of troop services available and MWR event</li><li>• announcements (e.g., AAFES, recreation center, ID Cards, Chaplain)</li></ul>

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DPTMS	<ul style="list-style-type: none"><li>• Training operations and simulations info updates</li><li>• Notice of FPCON and PIRs</li><li>• AT/FP awareness article</li></ul>
Billeting Manager	<ul style="list-style-type: none"><li>• Notice of available services</li></ul>
Director of Public Works	<ul style="list-style-type: none"><li>• Work order procedure updates/POCs</li><li>• Status of major projects</li></ul>
Fire Chief	<ul style="list-style-type: none"><li>• Seasonal safety notice</li></ul>
Director of Logistics	<ul style="list-style-type: none"><li>• Available services and POCs</li></ul>
Environmental Planner	<ul style="list-style-type: none"><li>• Environmental project updates and notices/ Hunting &amp; Fishing</li></ul>

4. Procedures.


a. Articles submitted for publication will be sent to Lisa Norris, Bldg 109, Camp Roberts, [lisa.e.norris@us.army.mil](mailto:lisa.e.norris@us.army.mil). Articles will contain a title and should normally range from 50 – 150 words. Digital photos with captions are also encouraged (article or not). The suspense for the material is the 25th of the month prior to the next publication.

b. The post commander will review the newsletter prior to publication.

c. Distribution. PAO will distribute and post on Camp Roberts' website.

Recipients	Hard Copy	Email
1. Each CR staff section	Yes	Yes
2. Every Tenant	Yes	Yes
3. City Manager of Paso Robles		Yes
4. Chambers of Commerce for Paso Robles		Yes
5. Billeting Office	100	Yes
6. JFHQ: CAAD, CAAD-CS, CAOT, CAFE, CAAG-PO		Yes
7. 40 <sup>th</sup> Division	Yes	

5. My telephone number is CAGNET 68201.



JOHN F. SMITH  
COL, FA, CAARNG  
Commanding

DISTRIBUTION:  
B (Garrison Staff and Tenant Organizations)